

## ADDENDUM FORM LETTERS

Date:

To Whom It May Concern:

This is a notice of the opening of our application period for **(Name of Company)** **(Trade)** apprenticeship in accordance with Title 29, CFR 30 and the Massachusetts State Apprenticeship Law CMR Title 453 Ch. 7.00 Apprentice Training. It is the intention of this company in accepting applications to place qualified names on the availability list for the apprenticeship program, if employment and work opportunities arise.

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, national origin or sex. The sponsor **(Name of Company)** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Massachusetts Standards.

The minimum qualifications for applicants are;  
Not less than 18 years of age. (Proof of age may be required)  
Physically capable of performing the work of the occupation.  
Minimum of 12<sup>th</sup> grade education. (Copy of high school diploma / GED required.)  
Applicants must have the reading, writing, and math skills necessary to satisfactorily complete the related training required in this program.  
A drug test will be administered before hiring.

Applicants will be required to complete an application form and provide substantiating evidence for claimed qualifications.

Candidates with the qualifications listed herein may obtain application by calling **(Phone #)**, daily between the hours of 9:00 A.M. to 3:00 P.M. Telephone interview may be given at this time.

All qualified applicants shall be rated in accordance with uniform objective and specific qualification standards. Application information, interview process and performance in a pre-apprenticeship training course will determine the rating. Applicants must receive a 2.5 average score or better in order to enter the pool of eligibility for employment. Applicants shall be selected in descending order of their ranking resulting from rating of each qualified applicant.

## NOTIFY APPLICANTS FOR AN INTERVIEW

Date:

To Whom It May Concern:

You meet the minimum qualifications for application into the **(Name of Company)** **(Trade)** apprenticeship program.

To complete the application process you must be interviewed by the committee and be rated for possible selection as an apprentice.

You have been scheduled for an interview at:

Address:        Date:        Time:

Please bring the following documents with you:

- High School Diploma or GED document.
- Letters of recommendation.
- Military discharge papers. (Form DD-214), if applicable.
- Proof of age.

You must contact this office at **(Phone #)** before **(Date)** to confirm the above appointment and time.

Sincerely,

## INDIVIDUALS SELECTED

Date:

To Whom It May Concern:

Your application for apprenticeship into our (**Trade**) program has been approved and we have an opening for you. Please call (**Contact name & phone #**) to discuss our job opportunity.

Thank you for considering (**Name of Company**) as an employer.

Sincerely,

## **INTERVIEWED BUT NOT SELECTED**

Date:

To Whom It May Concern:

Your application for apprenticeship has been reviewed by our committee.

You were not among those reached for immediate selection for the next apprenticeship class, but your name is being held on our eligible list for possible replacement or expansion in possible future classes. It is your responsibility to keep the company informed of any changes of address or telephone number, for future employment.

Sincerely,

## INDIVIDUALS NOT MEETING MINIMUM QUALIFICATIONS

Date:

To Whom It May Concern:

Your application for apprenticeship, for the **(Name of Company) (Trade)** occupation has been reviewed by our committee, which finds that you do not meet the basic requirements for interview.

You do not qualify for the following reasons:

Schooling

Age

Other

Before you can be interviewed for our apprenticeship program, you will need to correct any deficiencies as indicated above and reapply.

Sincerely,

